

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114

617-626-1700 fax: 617-626-1850 www.mass.gov/agr



PESTICIDE APPLICATOR CONTINUING EDUCATION (PACE) **TRAINING PROVIDERS GUIDE AND RULES**

Introduction

After a training has been approved by the Department of Agricultural Resources, Pesticide Program (Department), there are expectations and requirements that the training provider/sponsor must follow to ensure that Contact Hours/ Continue Education Units (CEUs) are issued in a secure manner and that attendees are adhering to the requirements and intent of the PACE Program. The training that has been approved is subject to an audit by a Department representative at any time. During this audit, the Department will be reviewing content of training and ensuring the processes listed in this bulletin are followed. Should the Department find that the training provider/sponsor is not following these processes, the Department reserves the right to do the following:

1. Revoke the Contact Hours/CEU for the whole training or an individual attendee
2. Reduce the number of Contact Hours/CEU's being offered for the training or to an individual licensee
3. Suspend approval of future Contact Hours/CEU's for future trainings provided by the entity being audited

Attendance of Training

The training provider/sponsor must have a sign-in sheet that contains the following: names of the individuals attending the training, license number and signature (electronic signature/check-in can be accepted). **This sign in sheet must be submitted to the Department within seven days of the training.** The training provider/sponsor must keep it on file for at least three years (electronically or hard copy). It must be provided to the Department upon reasonable request. Electronic submission of these sign in sheets is acceptable.

Send to: Trevor Battle

Department of Agricultural Resources

Pesticide Program

251 Causeway Street

Boston, MA 02114

Email: Trevor.Battle@state.ma.us

Validation of Identity

The training provider must verify valid the identity of the individual attending the training by asking for and checking a government issued photo I.D. Should the attendee not have a photo I.D., the attendee must not be let into the training until he/she produces one.

Applicator Instructions

The Department approved instructions (see Attached) must be read to the attendees prior to the start of the training. If there are multiple sessions being provided on the same day, the instructions can be read at the start of the day.

The training provider/sponsor may add information to the Department approved instructions, but must NOT take any information away from the instructions.

Issuance of Contact Hours/CEUs

The training provider must only sign CEU's that are complete with the licensee name, signature and license number. This means that the CEU should not be signed until the **END** of the training. This also means that that training provider will need to sign a CEU for each applicator. Either pen or a stamp signature from the training provider will be accepted.

****Training providers will no longer be able to sign one certificate and make copies for distribution****

Training events may offer multiple sessions within one day and training providers may provide one approved MDAR certificate to the licensees with all sessions listed. When this occurs each individual session attended and completed by the licensee will need to be signed by the training provider/sponsor.

Behavior of Attendees During Training

Per regulation, 50 minutes of an approved training session is equal to one Contact Hour/CEU. This means that an individual attending this training is expected to attend/participate in the training for that amount of time. The training provider is expected to monitor the training room to ensure that all licensees stay for the entire session. Should a licensee leave for an amount of time that would impact the requirement, then the training provider/sponsor must revoke or reduce the CEU for that individual.

The attendee is expected to exhibit respectful behavior during the training. This includes but is not limited to;

- Talking and distracting others during the training
- Talking, or making cellular calls
- Playing with electronic devices, cell phones etc.
- Sleeping
- Causing disruptions

The training provider is expected to monitor the audience to ensure that these behaviors if seen are addressed and corrected.

Content of Training

The training provider must ensure that the content follows the agenda and criteria that was submitted to the Department during the initial request for approval of the session/ training. The training must adhere to the approved criteria. It is important to note, that if a training contains pesticide product specific information it must not be a "sales pitch". A trainer can reference products, but it must be in the context of a specific use pattern, made up scenario, , science discussion etc . **OR** be in reference to other products that are of a different nature, formulation, manufacturer, etc.